



LOS ANGELES COUNTY PROBATION DEPARTMENT CITIZEN'S COMPLAINT FORM



You have the right to file a complaint with the Los Angeles County Probation Department. Every complaint regardless of its nature, is reviewed for an appropriate level of investigation. Complaint forms may be submitted in person at any Los Angeles County Probation Department office, by mail or e-mail.

SECTION 1: YOUR PERSONAL INFORMATION

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____

X# / PDJ# / Case# or Date of Birth (if relevant): _____

SECTION 2: IF COMPLETING FOR SOMEONE OTHER THAN YOURSELF

Full Name of Client: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____

X# / PDJ# / Case# or Date of Birth (if relevant): _____

SECTION 3: COMPLAINT (ATTACH ADDITIONAL SHEETS, IF NECESSARY)

Date & Time of Occurrence: _____ Location: _____

Name of Persons Involved (if known):

Describe Complaint: _____

Describe what steps have you taken to try to resolve/address the problem before filing a complaint: _____

What would you like to see happen to resolve/address this complaint? _____

COMPLAINT PROCESS

California law requires this agency to have a procedure to investigate citizen's complaints. Your complaint will be analyzed and based on the outcome of our investigation, appropriate action will be taken. Matters regarding the specifics of an investigation are confidential. Citizen's complaints and any reports or findings relating to complaints must be retained by this agency for at least five years. Written complaints regarding employee misconduct or case management concerns/issues are generally forwarded to the office head responsible. If there appears to be reasonable evidence to indicate that an employee has been in violation of departmental standards, the complaint may be forwarded to the Internal Affairs Unit of the Probation Department for further investigation.

Contact Information:

Los Angeles County Probation Department - Internal Affairs Bureau

Attn: Office of the Ombudsman

9150 E. Imperial Highway #L-22, Downey, CA 90242

Telephone: (877) 822-3222

E-Mail: Ombudsman@probation.lacounty.gov

The Citizen's Complaint Form is to be completed, signed and dated before submitting. It is against the law to make a complaint that you know to be false. If you make a complaint against a Peace Officer or any Probation Department employee knowing that it is false, you can be prosecuted on a misdemeanor charge. I have read and understand the above statement.

Print Name

Signature

Today's Date

-For Probation Staff Only-

If received please complete below and submit to your office management or e-mail to: Ombudsman@probation.gov

Received BY: _____

Date: _____